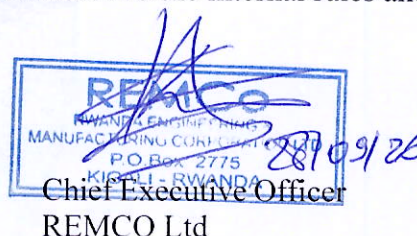


Our ref: REMCO/FA/09/2026-2027
28th September 2026

Tender Notice (TN) / Invitation for Bids (IFB)
TENDER FOR SUPPLY OF OFFICE STATIONARIES
TENDER REFERENCE NUMBER: REMCO/FA/09/2026

1. Rwanda Engineering and Manufacturing Corporation (REMCO Ltd) (hereinafter called "Client" Would like to Supply of **Office Stationaries**.
2. REMCO Invites Eligible Bidders to submit offers/bids for Provision of **Office Stationaries**. as indicated in details in attached document.
3. The tender document in English may be found attached on to this advert, or contact procurement1@remco.rw. The documents are for free and can be accessed by any willing bidder.
4. Tender Documents may be obtained from 28th September 2026 to 06th October 2026, and not later than at 5:00 Pm.
5. Bids shall not be accompanied by any bid security. Enquiries regarding this tender may be addressed to the CEO of REMCO on the address P.O. Box 2775, Kigali Rwanda, 252505577, info@remco.rw, www.remco.rw
6. Well prepared bids in response to the details included in the attachment must reach the email procurement1@remco.rw, not later than 06th October 2026, 5:00 Pm. Late bids will be rejected.
7. The tender committee of REMCO shall open the bids in the absentia of bidders or their representatives.
8. The soft bids must indicate the tender name/title and reference number.
9. Bidding will be conducted in accordance to the laws of Rwanda and the internal rules and regulations of REMCO.
10. Sincerely.



REMCO
RWANDA ENGINEERING & MANUFACTURING CORPORATION
P.O. Box 2775
KIGALI - RWANDA
28/09/26
Chief Executive Officer
REMCO Ltd



TITLE: TENDER FOR SUPPLY OF OFFICE STATIONARIES

TENDER REFENCE NUMBER: REMCO/FO/09/2026-2027

**PROCURING ENTITY: RWANDA ENGINEERING AND
MANUFACTURING CORPORATION (REMCO)**

**PROCUREMENT METHOD: OPEN NATIONAL COMPETITIVE
BIDDING**

DATE OF ISSUE: 28th September 2026

DEADLINE OF SUBMISSION: 06th October 2026

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SECTION 1. INTRODUCTION AND BACK GROUND

Rwanda Engineering and Manufacturing Corporation (REMCO) is a company that started in 2018 and is owned by the government of Rwanda. REMCO was established to manufacture machines, equipment and spare parts that were previously imported to serve in the sectors of Agriculture mechanization, Construction, Mining, Automotive, Energy, Defense and Health care. REMCO also provides technical support services to other local as well as regional companies through training, repair and maintenance services.

SECTION 2. SCOPE OF WORK

The successful bidder shall supply Office Stationaries as per the required specifications and requirements mentioned in this document below in the right quantities and best quality and they must be able to serve the purpose for which they are intended to.

SECTION 3. TENDER PRESENTATION AND REQUIREMENTS

All tenders must include and present the following phases and they will be evaluated in the same fashion.

3.1. ADMINISTRATIVE ELIGIBILITY

All bidders shall provide the following documents as the first criteria to be followed for the first stage of evaluation.

- a. A valid business/company registration certificate.
- b. A valid company profile.
- c. A sample of EBM invoice.
- d. A tax clearance certificate.
- e. Certificate of supplying same items.

3.2. TECHNICAL SPECIFICATIONS

All bidders shall present the following specifications as the second criteria to be followed in the second stage of evaluation.

- a. A list of specifications that must correspond to the following specifications and part numbers. Any lower specifications will not be tolerated or accepted.

S/N	Item	Specifications	Unit of measure	Quantity
1	Ream Paper	Ream A4	Box	15
2	Paper clips	33 mm	Box	10
3	Stapler machine	Big	Pcs	2
4	Register book Jambo	Register book Jambo	Pcs	20
5	Post it	Small different colors	Pcs	30
6	Easy Binder	Easy binder 6mm	Box	1
7	Easy Binder	Easy binder 10mm	Box	2
8	Office tray desk organizer	Office tray desk organizer	Pcs	15
9	Transparent A4	Transparent A4 for binding	Pcs	50
10	Cover papers	Cover paper A4 for binding	Pcs	50
11	Laser jet pro cartridge	All colors for small printer hp laser jet pro MFP(M283FDW)	Set	4
12	Conon, Cartridge	All colors, Conon Irc3326	Set	4
13	Laser Jet Pro Cartridge	All colors, for small printer laser jet pro MFP(M4103)	Set	2
14	Big Files	A4 Box binder pcs	Pcs	50
15	Blue Scotch	Blue scotch for binding	Pcs	3
16	Punching Machine big	Punching Machine big	Pcs	2
17	Envelop big	Envelop big	Box	5

18	White Envelop Small	White Envelop Small	Box	5
19	Stapler remover	Stapler remover	Pcs	10
20	Pen	Blue Pens	Box	5
21	Fixed Pens	Fixed Pen	Pcs	20
22	Paper Clips	Paper Clips	Box	20
23	File	Transparent plastic files	Box	5

3.3. FINANCIAL PROPOSAL

All bidders shall present their financial offers and these shall be competitive and must spell value for money. This shall be the third criteria to be followed in the third stage of evaluation.

The financial evaluation will be conducted according to prices offered for every item as they are presented on the table above.

- a. Every bidder shall provide a well signed and stamped financial offer.
- b. Every offer shall be presented in the Local currency which is Rwanda francs (RWF).

SECTION 4. SUBMISSION OF OFFERS

- a. Offers must be submitted not later than 06th October 2026 at 5:00 Pm Local time, late offers will be rejected and will not be opened or considered.
- b. Offers must be submitted by email through procurement1@remco.rw. Any queries must be addressed to the CEO of REMCO and sent to the same email with info@remco.rw in copy.
- c. The language to be used as the medium of communication in all the offers shall be in English.
- d. This tender shall only be valid for seven (7) days.

SECTION 5. OTHER TERMS AND CONDITIONS

- a. REMCO reserves the right to visit any bidder's location/premises during tender evaluation.
- b. All bids shall be opened and evaluated in the absence of all bidders.
- c. REMCO reserves the right to reject any offer where, in its opinion, a conflict of interest exists or may arise such as influence of any kind, professional or financial relationships with employees.
- d. The payment terms shall be 100% payment by cheque or bank transfer upon agreed terms.

We are looking forward to receiving your great offers.

Sincerely



Chief Executive Officer
REMCO Ltd